

REQUIRED INFORMATION FOR AN APPROVED BUILDING PERMIT

TOWN OF NEWSTEAD BUILDING DEPARTMENT

542-4574

(Check to see if the property is in the floodplain or wetlands. *If building in a floodplain, you must apply for a Floodplain Development Permit. You cannot build in a wetland area)

1. **A Completed Building Permit Application**
2. **A Copy of your survey** with what you are building drawn on it with dimensions and distances from lot lines and other structures.
3. **A drawing/plans** of the building project. Must be stamped by an architect if project is over 600 sq. ft. and at the discretion of the Code Enforcement Officer.
4. **Insurance**
 - If you are doing the job yourself, we will need a notarized Homeowner's Affidavit stating that you have homeowner's insurance. We can do this in the Building Department. If the job is larger, you will be required to get Worker's Comp. Insurance.
 - If a contractor is doing the work, we will need the following certificates naming the Town of Newstead, 5 Clarence Center Road, Akron, NY 14001 on them:
 - General Liability (Accord form only)
 - Worker's Compensation (WC/DB-100; C-105.2; S1-12; U26.3)
 - Disability (WC/DB-100; DB-120.1; DB-155)
 - If your contractor is a sole proprietor with no employees or subs, please have them complete the CE-200 form online (job specific) and print a copy for our office. If the contractor subs out any work, we require a Worker Comp. Certificate.
5. **Payment of the building permit fee**